



PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 130-5	Subject: INTERSTATE COMMISSION REPORTS AND CORRESPONDENCE
Reference: 46-23-1115, MCA	Page 1 of
Effective Date: 06/01/00	Revision Dates: 10/15/01; 03/06/04; 03/01/05; 08/20/07; 04/22/08
Signature / Title: /s/ Ron Alsbury	

I. BUREAU DIRECTIVE:

Probation & Parole Bureau employees will follow established procedures when the sending state or Deputy Compact Administrator of the receiving state requests offender progress reports.

II. DEFINITIONS:

None.

III. PROCEDURES:

The supervising officer shall submit annual progress reports or any other type of special report when there are significant changes or other information to report that may or may not affect the status of the offender.

PROCEDURES:

RESPONSIBILITY:

1. *Progress Report* is used when submitting the following reports:

P&P Officer

- ◆ Progress and Conduct Reports (Used to notify sending state of violations without doing an ROV. A progress report sent to sending state is required if an intervention hearing is held.)
- ◆ Reports To District Courts
- ◆ Special Reports
- ◆ Transfer to a subsequent receiving state
- ◆ Completion of any supervision period
- ◆ Request early discharge or termination from supervision
- ◆ Other Miscellaneous Reports

The Officer can utilize *Interstate Compact Action Request Form* when requesting special conditions, waiver of conditions, or information needed from the sending state (i.e. restitution info).

2. All requested reports shall be submitted electronically to the Montana (MT) Interstate Unit within 15 days of receiving the request.

MT Interstate Unit

Procedure No.: 130-5	Section 130: Interstate Compact	Page 2 of 2
Subject: INTERSTATE COMMISSION REPORTS AND CORRESPONDENCE		

3. The MT Interstate Unit reviews all incoming reports and distributes copies to the requesting authority/agency. Follow-ups to the supervising officer are made if a response is not received within 15 days. MT Interstate Unit

IV. CLOSING:

Questions concerning this procedure shall be directed to the Regional Administrator or Deputy Compact Administrator.

Form

Interstate	Compact Action Request
Interstate	Progress Report